New Zealand Certificate in Animal Technology (Veterinary Nursing Assistant) (Level 5) [NZCAT-VNA]

To be read in conjunction with Unitec's Academic Statute and associated Policies and Procedures.

These programme regulations apply to the New Zealand Certificate in Animal Technology - Veterinary Nursing Assistant (Level 5) [NZCAT-VNA] programme, which leads to the New Zealand Certificate in Animal Technology (Level 5) qualification, (with strands in Rural Animal Technician, and Veterinary Nursing Assistant (120 Credits) [NZ2490-1].

These regulations come into effect from Semester 1, 2020.

1. Ngā Ture Hei Whakaurunga | Admission Requirements *Admission Requirements comply with Unitec's Admission Requirements Guidelines.*	To be eligible for admission to this programme, all applicants must meet three admission requirements: a. Requirements for either general admission, special admission, or discretionary admission b. Any additional Programme specific requirements c. English language requirements **1.1 Whakaurunga Whānui | General Admission** To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet the following requirements: a. have completed 60 NCEA credits at level 2; and b. have a minimum of 12 NCEA credits in English at Level 2 and 12 credits in Maths at level 1; and 12 credits of relevant science at level 1; or c. have equivalent tertiary study. **1.2 Whakaurunga Motuhake | Special Admission** Applicants must have: a. attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence; and b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification. **1.3 Whakaurunga Kōwhiringa | Discretionary Admission** In exceptional cases an applicant who does not meet the general admission requirements and who has not reached the age of 20 on or before the first day of the semester in which study for the Certificate is to commence may apply for discretionary admission. In assessing whether to grant discretionary admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for study at the required level. **1.4 Whakaurunga Tautui | Programme Specific Requirements** In addition to meeting the requirements for general, special, or discretionary admission the following Programme Specific requirements must be met prior to admission: Students should be able to demonstrate previous experience working with animals, and an aptitude for working with the public. • All applicants must spend at least three days in a veterinary clinic before applying for this programme. Applicants must supply a letter of recommendation from the veterinary clinic with their application; and • An aptitude for working with the public may include reference from an employer where the prospective student has worked with the public (e.g. retail), reference from a teacher attesting to social skills; and

Students must also meet all regulatory body and legislative requirements. Applicants must:

- Sign a consent form allowing a Ministry of Justice convictions database search by a third party (in this instance Unitec Institute of Technology). Any applicants with undeclared convictions identified will be referred to the Admissions Committee; and
- Provide a completed medical declaration indicating there is no evidence of a medical condition that will impact on their ability to practice safely as a veterinary nurse assistant.
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1.5 Whakaurunga Reo Pākehā | English Language Admission Requirements

All applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by a minimum of 12 credits at NCEA Level 2 in English.

International applicants and any Domestic applicant for whom English, Māori or NZ Sign is not their first language must also provide evidence that they have the necessary English language proficiency required for the Programme as described in NZQA Rules and on the Unitec English Language Requirements for International Students Web-page.

2. Paearu Kōwhiri Tukanga| Selection Criteria & Process *Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.*	**2.1 Paearu Kōwhiri | Selection Criteria** When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied: - apply before October 1st - hold academic qualifications at or above the minimum requirement for certificate entry - hold academic qualifications in science - have work, or other experience, in veterinary clinical or related animal organisation; - can demonstrate a strong commitment to succeed on the programme. Applicants who meet the maximum number of listed criteria will be the preferred candidates **2.2 Tukanga Kōwhiri | Selection Process** Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members is maintained by the Programme Academic Quality Committee (PAQC) responsible for the programme.
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Programme *Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.*	**3.1 Whakaemi Tūtukitanga | Credit Accumulation** To be awarded the New Zealand Certificate in Animal Technology (Veterinary Nursing Assistant), a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2. Students must also meet the practice requirements in 3.2. ***Table 1: Credit Requirements for New Zealand Certificate in Animal Technology (Veterinary Nursing Assistant)*** | Level	Compulsory Credits	Elective Credits	Total Credits
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5	120		120
			120	

Table 2: Course Details – New Zealand Certificate in Animal Technology (Veterinary Nursing Assistant)
Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5					
NSCI5720	**Vertebrate Anatomy and Physiology**	**15**			

NSCI5702	Introduction to Animal Behaviour and Welfare	15			
NSCI5705	Animal Clinical Care	15			
NSCI5710	Clinical Animal Care Practicum	30		NSCI 5705	
NSCI5711	Introduction to Veterinary Anaesthetic and Surgical Procedures	15		NSCI 5720	
NSCI5712	Introduction to Veterinary Clinical Practice	15			
NSCI5738	Principles of Animal Husbandry	15			

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components
All students must comply with the Practice requirements for specific courses, as defined in the Student Course Information.

3.2.1 Attendance
a. Students must attend 100% of NSCI5710 Clinical Animal Care Practicum.
b. Attendance at practical assessments is as directed in the relevant course information.
c. Students are required to produce a Special Assessment Circumstances (SAC) and relevant evidence for all coursework that is missed.

3.2.2 Practice delivery models
Students must complete the requirements of one of the following practice delivery models (shift work might be required):

Highly Blended Delivery:
• a minimum of 40 hrs in the Unitec Veterinary Simulation Clinic and in a designated Unitec partner clinic;
• 200 hrs of experience required in a private external veterinary practice;

On-site Delivery:
• a minimum of 160 hrs based in a designated Unitec partner clinic;
• 80 hrs of experience required in a private external veterinary practice.

Summer School:
• a minimum of 130 hrs based in a designated Unitec partner clinic;
• 110 hrs of experience required in a private external veterinary practice

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester
The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority.

3.4 Whakaurunga Takiwā | Enrolment Periods
The normal enrolment period is 12 months (full-time study). There is no part-time study available in this programme.
Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant academic authority may approve suspension of enrolment for up to a maximum of six months.
The maximum period to complete this Programme is 4 years.

**4. Tūtukitanga Whakamihi	Credit Recognition**
	
	Credit Recognition complies with Unitec's Assessment, Moderation and
		**4.1 Whakawhiti Tūtukitanga	Cross Credit**
			Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
			a. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
			b. The credit recognition may be:
			    i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
			    ii. unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

Grades Policy and associated procedure.	**4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)** Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure. Guidelines for each APL are detailed below to ensure standards are met in line with the level and learning outcomes of the programme**.** **Conditions for the Assessment Prior Learning**

Conditions for the Assessment Prior Learning

Course No.	Course Title	Credit	Conditions
NSCI 5712	Introduction to Veterinary Clinical Practice	15	Provide evidence of relevant experience in animal business and adequate communication skills.
NSCI 5702	Introduction to Animal Behaviour and Welfare	15	Provide evidence of relevant work experience
NSCI 5710	Animal Clinical Care Practicum	30	Provide evidence of relevant work experience
NSCI 5705	Animal Clinical Care	15	Provide evidence of relevant work experience
NSCI 5711	Introduction to Veterinary Anaesthetic and Surgical Procedures	15	Provide evidence of relevant work experience
NSCI 5738	Principles of Animal Husbandry	15	Evidence of animal husbandry skills

4.3 Ngā whakawhitinga \| Credit Transfer

Students who hold the Unitec level 4 Certificate in Animal Management – generic stream (enrolled 2016 or later) may apply and be granted credit recognition from CAM into the NZCAT-VNA, at the discretion of relevant Academic Authority, as shown in Table A below.

Table A. Level 5 courses which may be credited from non-endorsed Certificate Animal Management into the NZCAT-VNA (total 75 credits)

Levels	Course No	Course Title	Credits
5	NSCI 5720	Vertebrate Anatomy Physiology	15
5	NSCI 5712	Introduction to Veterinary Clinical Practice	15
5	NSCI 5702	Introduction to Animal Behaviour and Welfare	15
5	NSCI 5705	Clinical Animal Care	15
5	NSCI 5738	Principles of Animal Husbandry	15

Students who hold the Unitec level 4 Certificate in Animal Management – Canine Behaviour and Training (CAM-CBT) may apply and be granted credit recognition from CAM into the NZCAT-VNA, at the discretion of the relevant Academic Authority, as shown in Table B below.

Table B: Level 5 courses which may be credited from Certificate Animal Management (Canine Behaviour and Training), Total 45 credits

Levels	Course No	Course Title	Credits
5	NSCI 5720	Vertebrate Anatomy and Physiology	15
5	NSCI 5712	Introduction to Veterinary Clinical Practice	15
5	NSCI5702	Introduction to Animal Behaviour and Welfare	15

Students who hold the Unitec level 4 Certificate in Animal Management – Captive Wild Animals (CAM-CWA) may apply and be granted credit recognition from CAM into the NZCAT-VNA, at the discretion of the relevant Academic Authority, as shown in Table C below.

Table C: Level 5 course which may be credited from Certificate Animal Management (Captive Wild Animals), Total 15 credits.

Levels	Course No	Course Title	Credits
5	NSCI 5720	Vertebrate Anatomy and Physiology	15

5. Waeture Aromatawai |	**5.1 Paparahi Aromatawai | Assessment Basis** Assessment in this programme is achievement based using an 11-point scale. Students must obtain at least 50% overall score in any achievement based in order to pass that course.

Assessment Regulations	5.2 Ākoranga Taumata | Course grades
Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.	Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.

5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.

Table 3a: Achievement based 11-point assessment system

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

5.3 Paearu Taumata | Grade Criteria

Students may be awarded one of the following grades for a course:

Table 4: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned
DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.
NGA	No Grade Associated	Course assessment and reporting of results are not required for this course or are carried out by an external agency. No Credits earned
R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
W	Withdrawn	The student withdraws from a Course after 10% of the scheduled Course duration and up to, or at, the date at which 75% of the scheduled Course has passed. No credits earned.

#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated "#" on the Student's Academic Record.

| 6. Aromatawai Mahinga \| Assessment Procedures

Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure. | **6.1 Ākoranga Aromatawai \| Course Assessment**
Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information.

Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete'(DNC) for the whole course and may not earn any credits.

6.2 Aromatawai I Roto I Te Reo \| Assessment in Te Reo
All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.

6.3 Tāpaetanga Tōmuri \| Submission and late submission of work
a. The due dates for all summative assessment work will be notified at the commencement of each course.
b. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends.
c. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.
d. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.
e. No assessment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assessment. If the assessment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.

6.4 Whakamātautau Anō \| Resubmission or Reassessment
A student may apply to undertake a resubmission/reassessment for a failed assessment which scored a D grade within 5 days of receiving their marked assessment. Approval to resubmit or to be reassessed is at the absolute discretion of the relevant academic authority.
a. Students may only resit or resubmit one assessment item for each course and the overall performance of the student and/or Affected Performance Consideration will be taken into account when offering resits and/or resubmissions.
b. Students may only resit an assessment or examination to a maximum of two courses during any one academic year and/or at each level (fees may apply).
c. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
d. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
e. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
f. Assignments that are handed in late are not eligible for resubmission or reassessment.

6.5 Āhuatanga Aromatawai Motuhake \| Affected Performance Consideration
A student may apply for Affected Performance Consideration (APC) if:
• The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances
• The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control |

Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.

6.6 Pāhi Rāhui | Restricted Pass
A restricted pass may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.
a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
b. The relevant academic authority may, at their discretion, use a restricted pass to:
- set conditions for future performance in other courses
- prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
c. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

6.7 Tuaruatanga | Repeating Courses
Students who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course and will specify any course grade that will be carried over.

Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

6.8 Whakakorenga | Exclusions
No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.
a. Any Student who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.
b. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.
A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
c. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

6.9 Examination Regulations
All formal examinations in this programme are governed by the Unitec Examinations Regulations;

6.10 Tono Pīra | Appeals
Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

7. Whakaritenga Whānui | General Provisions	**7.1 Whakamāramatanga ā-kaupapa | Definition of Terms** In these regulations, unless the context otherwise requires, the following definitions shall apply: • 'Relevant academic authority' refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Academic Quality Committee responsible for the Programme.